

**CLEMSON UNIVERSITY
CLASSIFIED STAFF SENATE**

January 10, 2006, 10:00 AM
Senate Chambers

Present: Ron Addis, Chris Behrens, Teresa Blanding, Lynn Boiter, Gail Bryson, Deanna Burns, Deborah Cantrell, Richard Cowan, David Crockett, Glenda Dickson, Karon Donald, Mike Edwards, Barbara Emkin, Lynn Fowler, Gary Gaulin, Sally Glenn, Dexter Hawkins, Buddy Hood, Billie Jones, Linda Kanaley, Marty King, Phil Landreth, Al Littlejohn, Cindy Long, Julia McBride, Cindy Owens, Jenny Peay, Michelle Piekutowski, Gary Pye, Dan Schmiedt, Steve Shiflet, Wanda Smith, Chris Sober, Marlene Ventura

Absent: Lydia Arneson, Keith Chapman, Linda Cocke, Brad Goff, Naomi Kelly, Judy Link, Susan Pope, Bill Shivar

Guests: Bill Hughes, Carol Lund, Lawrence Nichols, Ida Pinson, Gene Troutman

President Richard Cowan called the meeting to order at 10:01 AM.

1. **Approval of Minutes:** Al Littlejohn made a motion to approve the minutes of the December 13, 2005 Classified Staff Senate meeting with three corrections. Linda Kanaley seconded the motion, and the vote was unanimous.
2. **Open Commentary:** 1) Richard Cowan and Gary Gaulin were chosen to serve on a new task force formed to address campus litter control. The task force was formed in conjunction with the campus "litter free" resolution put forth by the Clemson University Environmental Committee. President Barker requested the task force make recommendations on how the campus litter problems can be resolved. Gary Gaulin reminded the group that the job duties of keeping the campus clean belong to classified staff, so he suggested that the Senate consider how it might add to the campus "litter free" campaign. 2) Richard Cowan asked for input on the job description of Chief Financial Officer. The job description is posted on the CSS website. If you have comments, please send them to rcowan@clemsun.edu or 656-3218. The comments will be forwarded to President Barker.
3. **Announcements from the President**
 - A. **Academic Council,** Richard Cowan. Has not met.
 - B. **Administrative Council,** Lawrence Nichols. No report.
 - C. **Board of Trustees,** Richard Cowan. Gene Troutman, Executive Secretary to the Board of Trustees, updated the group on recent legislative concerns. Currently, efforts are being made to fight any legislative cuts to Clemson University. The facts and figures make a compelling case, and now it is a matter of getting that information to the right people. Another focus is on increasing revenue streams. Jenny Peay asked if Governor Mark Sanford's proposed budget changed Roadmap II. Gene Troutman stated "No, we are still sticking to budgeting to the plan, as opposed to planning to the budget." Ron Addis asked about 2006 cost of living increases. Gene Troutman explained that the governor's proposed budget did not allow for COLA increases for higher education employees, but he expressed that he didn't believe the state had the ability to treat employees differently. Lawrence Nichols agreed, he said that if COLA increases were given in 2006, the legislature could not differentiate between K-12 and higher education employees. Everyone has to be treated equally. TERI is a good example of a plan that was intended for one group of state employees, but had to be offered to all eligible state employees.
 - D. **Governmental Affairs,** Lynn Boiter. Concerns were expressed over the restructuring of the funding for lab technicians in PSA. Dexter Hawkins looked into the matter on behalf of the Senate. His findings were that PSA has been singled out for a number of years to bear the brunt of budget cuts. Vice President, Dr. Kelly has been trying to move money around to prepare for future funding issues. Budgeting priorities are funding for faculty and then with core support areas, such as budgets, accounting, administrative support, IT support and then lab technicians. If a technician supports large areas such as a department or a unit, that technician is considered core and is protected. Technicians that support on one or two faculty members will be moved to grant money. Dr. Pinkerton is talking

with departments and units trying to get faculty to support those technicians with grant money. The funding for technicians will be cut by 25% a year until they are totally funded by grant money. Ron asked if they could eliminate a position by converting it to soft money, and then say they don't have the funding to support the position. Lawrence said an organization always has the right to restructure to be efficient and survive. Would that be reduction in workforce? It is very possible that this restructuring would cause a reduction in force. Ron Addis asked if those individuals would have bumping rights. Lawrence Nichols replied the answer would be yes, providing they had the required skills and the department had the funding. Lynn Boiter asked how the issue of insufficient grant funding would be handled. For example, if a grant was not sufficiently funded to support the lab technicians salary. Dexter Hawkins said the technician may be moved to a faculty member that had the resources. Seventy percent of PSA funding is tied up in salaries. They are trying to be proactive in planning for additional future funding cuts. The money that is freed up will be used to support graduate student stipends. If another round of budget cuts occurs, the graduate students will be cut instead of staff.

E. President's Cabinet, Richard Cowan.

F. Other:

- 1) **Human Resources**, Lawrence Nichols. 1) A seminar is available for employees who are completing their TERI period. The seminar will be held Thursday, January 19, 2006, 2:00 PM, McKissick Theater, Hendrix Student Center. Human Resources will continue holding retirement meetings as long as employees have questions. 2) A large number of positions will be filled in the near future. Changes are being made to help expedite the hiring process. When recruiting faculty and upper level management, time is essential, because those individuals may have multiple employment opportunities. 3) The state does not allow retro-active pay raises. With the vacancies occurring across campus, employees are assuming assignments and additional duties. Administrators are encouraged to address any additional compensation issues immediately.

4. **Treasurer's Report**, Michelle Piekutowski. Current funds in the Annual Fund stand at \$15,092.78. The spring scholarship money will be withdrawn prior to February 1. The Endowment principle is \$185,318.08. Deposits are made into this fund usually once a year (monies raised from the golf tournament and other fund raising activities). The last deposit made was \$14,000. Our regular budgeted spending account balance is approximately \$3,100 in OTHER and approximately \$400 in TRAVEL. The balance for the Vending Fund is \$3,563.83. Ron Addis motioned to accept the report as read. Chris Sober seconded the motion, and the vote was unanimous.

5. Committee Reports

A. Standing Committees

- 1) **Activities**, Julia McBride/Gary Pye. 1) The Christmas Wishes 2005 toy drive was very successful. Several large boxes of gifts were received, in addition to monetary contributions. 2) The Annual Awards Luncheon will be in April at Kresge Hall. The group will correspond mainly through email to plan the arrangements for the luncheon, but will meet more formally to help the Scholarship Committee with the May golf tournament.
- 2) **Communications**, David Crockett. The new website was officially launched in December. Some of the information still needs to be updated, but we are making steady progress.
- 3) **Membership**, Chris Sober. If you are a current senator not planning on serving a second term, please let Chris Sober know as soon as possible. If you know someone that is interested in serving, invite them to attend a meeting. If they would like additional information, refer them to Chris Sober or to another member of the Membership Committee. The Senate will have approximately 20 vacancies to fill in 2006.
- 4) **Policy and Welfare**, Dan Schmiedt. The committee has not met, but will begin working on the unclassified staff survey in February.
- 5) **Scholarship**, Jenny Peay. The Scholarship Committee will meet in the next couple of weeks. It is time to begin work on advertising, donations, and prepare letters for sponsors and golfers.

B. University Committees

- 1) **Accident Review Board**, Chris Behrens. Has not met.
- 2) **Alcohol & Other Drugs Task Force**, Gary Pye. Listed below are the three goals that the Faculty / Staff Subcommittee submitted to the Alcohol and Other Drug Task Force for the 2005-2006 year.
 - A) Develop AODTF Faculty Guide for insert in new faculty/staff orientation packet (to raise awareness of the AOD problem, and support groups on campus).

- B) Revisit old faculty/staff survey of 2003 and study results, and use as spring board for planning.
 - C) Explore the possibilities of collaboration on programming with academic departments.
- 3) **Athletic Council**, Ron Addis. Athletic Council met on Dec. 14. Faculty Athletic Rep, Cecil Huey offered insights on NCAA eligibility requirements. He gave AC members an NCAA news release on an infraction involving 17 Georgia Tech athletes who were allowed to compete while ineligible. This infraction occurred because Georgia Tech "misapplied NCAA legislation governing satisfactory progress toward a degree." Senior Associate AD noted that about 10,000 in ticket sales were expected for the bowl game. Also, through the Florida Citrus Association webpage, individuals can purchase bowl game tickets for disadvantaged students in the Orlando area. For additional details on these issues and other aspects of Clemson athletics, see the minutes of the AC meeting at http://www.clemson.edu/provost/athletic_council.
 - 4) **Bookstore Advisory**, Cindy Long. Has not met.
 - 5) **Faculty Senate Budget Accountability**, Richard Cowan. No report.
 - 6) **CATS**, Robbie Nicholson. Clemson Area Transit wrapped up 2005 with some impressive and interesting statistics:
 - Total Ridership: a record 1,404,892 passengers safely carried
 - Central Ridership: a record 23,526 passengers carried (up 50%)
 - Pendleton Ridership: a record 33,942 passengers safely carried (up 39%)
 - Anderson Ridership: a record 25,314 passengers safely carried (up 27%)
 - Total 4-U Ridership: a record 95,726 passengers safely carried (up 30%)
 - Weekend NightCAT ridership (Fri. and Sat. nights 8pm-3am) dropped in 2005 carrying only 27,286 passengers. Total wheelchair riders: up, a record 284, Total disabled riders: up, a record 1079, Total Bike Rack users (Bicycles on bus): up, a record 3328. Community surveys during the year show CAT's 57 employees are doing a great job! The demands for CAT bus services exceed supply. While Fuel prices have recently dipped to pre-Katrina levels the indications are prices will resume their climb back to \$3.00+/gallon further fueling ridership increases in 2006.
 - 7) **Campus Master Plan Task Force**, Al Littlejohn. No report.
 - 8) **Clemson University Environmental**, Chris Sober. Has not met.
 - 9) **Clemson University Foundation Board**, Richard Cowan. No report.
 - 10) **Council on Community & Diversity**, Terri Vaughan. Has not met.
 - 11) **Human Resources Advisory**, Julia McBride. No report.
 - 12) **Joint City/University**, Deborah Cantrell. No report.
 - 13) **Library Advisory**, Karon Donald. Has not met.
 - 14) **Parking Advisory**, Dan Schiemdt. Has not met.
 - 15) **President's Commission on the Status of Black Faculty & Staff**, Sandra Parker. The President's Commission on the Status of Black Faculty and Staff held its winter retreat on December 15, 2005. Several commissioners also plan to attend the upcoming Fourth National Conference on Best Practices in Black Student Achievement, which will be held at Clemson's Madren Center on January 22-24, 2006. The commission will not meet in January.
 - 16) **President's Commission on the Status of Women**, Chris Sober. Has not met.
 - 17) **Recreation Advisory**, Dexter Hawkins. Has not met.
 - 18) **South Carolina State Employees Association**, Betty Cook. The Annual South Carolina State Employee's Association Day at the Statehouse in Columbia is scheduled for Tuesday, February 7. Some members of the SCSEA Executive Board are planning to attend. If you are interested in car-pooling, please contact Betty Cook by Friday, February 3, 2006 at 656-3932 or celizab@clemson.edu. This is an opportunity to speak with your upstate legislators regarding state employee issues. You will also see your state government in action when you visit the House of Representatives and/or Senate. Lunch is provided by SCSEA but reservations are needed. You will have to take a day of annual leave to attend.
 - 19) **Student Conduct Code Review Committee**, Deborah Cantrell and Phil Landreth. Has not met.
6. **Unfinished Business**
- A. **Staff Ombudsman**, Richard Cowan. The Staff Ombudsman Search Committee completed the job description and it was sent to Human Resources on January 9, 2006 for approval. The position will be

advertised for 30 days after approval is received from the Office of Access and Equity. The committee decided to post/advertise the position for 30 days because of differences in publication print dates. The Staff Ombudsman will report to the Classified Staff Ombudsman Committee and will be funded through the Office of the Executive Secretary to the Board of Trustees. The office of the Staff Ombudsman will be located at the Clemson House. Dan Schmiedt recommended that the Senate begin educating classified staff as to the role of an ombudsman. Ron Addis suggested distributing the position description via email to all classified staff. Glenda Dickson asked that the link to the Clemson University Ombudsman Office website be included as a resource in the email <http://www.clemson.edu/ombudsman/>.

B. Search Committees:

1. **Dean, College of Business and Behavioral Sciences**, Pris Foster. On Dec. 9th, the CBBS Dean Search Committee met to review the responses of candidates to an email questionnaire (created by the Search Committee). After the replies are reviewed, a short list will be developed. It is likely that telephone interviews will be conducted with those on the short list before campus visits are scheduled.
2. **Dean, College of Agriculture, Forestry, and Life Sciences**, Dexter Hawkins. The committee has five top candidates. The candidates will be asked for references, which will be followed by a background search.
3. **Dean, College of Health, Education and Human Development**
4. **Vice Provost for the Div of Computing and Information Technology**, Barbara Bergman.
5. **Dean, College of Engineering and Science**, Phil Landreth. Four candidates for the position of Dean of the College of Engineering and Science at Clemson have been invited for on-campus interviews to take place in early 2006. The four candidates are as follows:
 - Harvey Stenger Jr., Professor of Chemical Engineering, Lehigh University. Dr. Stenger will be on campus January 10 - 12, with an open forum tentatively scheduled for January 11.
 - Bruce Novak, Howard J. Schaeffer Professor of Chemistry and Director of the Multidisciplinary Center for Polymer Synthesis and Characterization, North Carolina State University. Dr. Novak will be on campus January 23 - 25, with an open forum tentatively scheduled for January 24.
 - Tim Anderson, Professor of Chemical Engineering and Associate Dean for Research and Graduate Programs, University of Florida. Dr. Anderson will be on campus January 30 - February 1, with an open forum tentatively scheduled for January 31.
 - David Clark, Professor and Head of the Department of Materials Science and Engineering, Virginia Polytechnic Institute and State University. Dr. Clark will be on campus Feb 13 - 15, with an open forum tentatively scheduled for Feb 14.

Each interview visit will include a presentation and question-answer session in an open forum format with all college faculty, staff, and students invited. Tentative plans are to have the open forum sessions in the late afternoon, in a room to be announced, to be followed by a wine-and-cheese reception. Further details will be provided as plans for each visit are finalized.

6. **Dean of Libraries**, Joyce Peebles.
7. **Vice President for Student Affairs**, Geary Robinson.
7. **New Business**: None.
8. **Announcements**
 - A. **Nominations of Officers**: Nominations for the position of Vice President, Secretary, Treasurer and Parliamentarian will be accepted at the February and March meetings. Nominations must have supervisor approval to be considered.
9. **Adjournment**: There being no further business, the meeting adjourned.

Next Meeting: February 14, 2006, 10:00 AM, McKissick Theater, Hendrix Student Center
Guest Speaker: A. Neill Cameron, Jr., Vice President for Advancement